



Memorandum

Date: 12/3/2024  
Meeting of: City Council

File No. AM No. 24-181  
Type: Consent Item

TO: Members of the City Council  
FROM: Mayor Angela Birney  
DEPARTMENT DIRECTOR CONTACT(S):

Planning and Community Development	Carol Helland	425-556-2107
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DEPARTMENT STAFF:

Planning and Community Development	Seraphie Allen	Deputy Director
Planning and Community Development	Brooke Buckingham	Human Services Manager
Planning and Community Development	Alaric Bien	Senior Human Services Planner

TITLE:

Authorize the City to Enter into an Interlocal Agreement for Pooled Human Services Contracts

OVERVIEW STATEMENT:

Since 2003, Redmond has been participating in a pooled contracting arrangement with Bellevue, Issaquah, Redmond, Kirkland, Sammamish, Kenmore, Shoreline, and Mercer Island. This arrangement allows selected programs that receive funding from some or all participating cities to sign a single contract with a lead city administering the program.

Additional Background Information/Description of Proposal Attached

REQUESTED ACTION:

Receive Information       Provide Direction       Approve

REQUEST RATIONALE:

- **Relevant Plans/Policies:**  
Human Services Strategic Plan, Comprehensive Plan Human Services Element
- **Required:**  
Interlocal Agreements require Council approval.
- **Council Request:**  
N/A
- **Other Key Facts:**  
Bellevue notified all participating cities that it would no longer serve as the lead agency after December 31, 2024. The City of Kirkland has agreed to become the lead agency effective January 1, 2025. The interlocal included as Attachment A has been reviewed by the City Attorneys for the City of Redmond and other participating jurisdictions.

**OUTCOMES:**

Pooled contracting creates administrative efficiencies for participating agencies and cities. It improves equitable practices by reducing barriers to contracting, reporting, and invoicing.

**COMMUNITY/STAKEHOLDER OUTREACH AND INVOLVEMENT:**

- **Timeline (previous or planned):**  
N/A
- **Outreach Methods and Results:**  
N/A
- **Feedback Summary:**  
N/A

**BUDGET IMPACT:**

**Total Cost:**

\$9,000/year

**Approved in current biennial budget:**       Yes       No       N/A

**Budget Offer Number:**

0000037

**Budget Priority:**

Vibrant and Connected

**Other budget impacts or additional costs:**       Yes       No       N/A

***If yes, explain:***

The total estimated cost of \$9000/year is an administrative fee charged by City of Kirkland. The exact cost will be finalized once participating cities finalize funding recommendations and determine which programs are to be included in the pooled contracting process.

**Funding source(s):**

General Fund

**Budget/Funding Constraints:**

N/A

**Additional budget details attached**

**COUNCIL REVIEW:**

**Previous Contact(s)**

<b>Date</b>	<b>Meeting</b>	<b>Requested Action</b>
11/04/2024	Committee of the Whole - Planning and Public Works	Provide Direction

**Proposed Upcoming Contact(s)**

<b>Date</b>	<b>Meeting</b>	<b>Requested Action</b>
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**Time Constraints:**

Timely approval will ensure that City of Kirkland can start contract development for pooled programs in early 2025.

**ANTICIPATED RESULT IF NOT APPROVED:**

Not approving this ILA would require the City to contract individually with agencies which would result in significantly more time and resources for both City staff and agency staff.

**ATTACHMENTS:**

Attachment A: Interlocal Agreement